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## **Community Engagement Coordinator Crow River Habitat for Humanity**

*The Crow River Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. We are dedicated to eliminating substandard throughout McLeod County by constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Habitat for Humanity was founded on the conviction that every person should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all.*

The Community Engagement Coordinator Reports to the Executive Director

### **Primary mission:**

- Ensure that there are sufficient volunteers to meet the affiliate's construction needs as well as sufficient volunteers to support other affiliate operations including committee activities, events, mailings
- Ensure that affiliate funding is sufficient to meet construction and operating requirements
- Enhance awareness and understanding of the Crow River Habitat for Humanity's mission and how our programs can benefit the public.

### **Responsibilities – Funding (30%)**

- Work with the executive director to identify the affiliate's annual and long-term funds development plans – amounts, timing, current sources, new sources, funds procurement costs, in-kind contributions
- Assist the Executive Director (ED) with grant research, writing and reporting
- Assess the effectiveness of current funds procurement efforts
- Identify and evaluate new funding sources
- Develop new partnerships and sponsorships within the community's churches, businesses and civic organizations resulting in increased funding and in-kind donations of labor and materials
- Provide staff support to fundraising efforts including the planning and implementation of fundraising and outreach events
- Continue to refine and oversee the establishment and implementation of the affiliate's planned giving and major gift program

### **Responsibilities – Volunteers (40%)**

- Work with the Construction Manager and Executive Director to ensure that the appropriate number of volunteers are available per the construction schedule
- Develop an annual volunteer plan – numbers, activities, desired skills, time commitments, locations, sources
- Develop partnerships with the community's churches, businesses and civic organizations resulting in an ongoing base of committed volunteers
- Ensure the documentation volunteer activity
- Track the quality of volunteer experience
- Provide materials for volunteers explaining Habitat's mission and how it works

- Maintain a volunteer recognition and retention program
- Work with the affiliate's committee chairs in recruiting volunteers for committee work

### **Responsibilities – Community Relations (30%)**

- Develop and maintain a comprehensive marketing and communications plan for the affiliate
- Coordinate and develop affiliate events – dedications, ground breakings and networking
- Work to develop media stories to advance the knowledge of Habitat, its image and mission in the community and recruit volunteers, donors, and partner families
- Assist with maintenance of the affiliate's website and social media
- Produce the affiliate's newsletter and direct mail campaigns
- Assist as needed in family selection activities
- Maintain connectivity and participate in events and networking opportunities to promote awareness of Habitat's and generate support

### **Qualifications for the Position**

- A commitment to and passion for Habitat for Humanity's Christian ministry
- At least two years in business or non-profit management experience
- Proven record of accomplishments with prior employers
- A bachelor's degree or equivalent training and/or experience
- A demonstrated work ethic
- Ability to work successfully independently
- Strong leadership and organizational skills
- Demonstrated ability to build relationships and work effectively with people of diverse social and economic backgrounds
- Strong writing and public speaking skills
- Skilled in Microsoft Office software as well as the use of databases, online tools and office equipment
- Personal integrity

### **Performance Indicators**

- Adequate funding secured to meet the affiliate's program goals
- Sufficient volunteers to meet the affiliate's construction needs
- Volunteers having a first-rate experience in their roles on build sites and in committees
- New partnerships, sponsorships, and volunteer teams
- Establish major gifts and planned giving program
- Program committees properly staffed with skilled volunteers
- Effective program committees

### **Location**

- This is a part time, hourly position worked from the Crow River Habitat for Humanity office located at 1020 Hwy 7 West, Suite A, Hutchinson, MN 55350. Working from home can be negotiated, but would prefer a local candidate.

### **Benefits**

- Salary: \$18 - \$23/hour for 32 hrs/week (depending on experience)
- 48 Hours of Sick and Safe Leave
- Paid Holidays Off

**Interested Applicants will submit their Resumes and 3 References to [bayley@crhfh.org](mailto:bayley@crhfh.org). Applications will be reviewed on a first-come, first-serve basis**